

New Document Types in eTender Portal **(For Vendors/Bidders)**

New document types have been created in SRM etender portal incorporating standard SAP document signing process. New process is single step “sign and upload” document which is quite easy and involves lesser technical settings compared to the existing document types.

These document types are also compatible with the “Microsoft Edge” browser and shall eliminate the dependence on Internet Explorer. (For this, Edge needs to be run in IE mode. Refer [Appendix – A](#) for detailed guide with screenshots)

These new document types shall be available for creation to ONGC’s dealing officers from 21.06.2022 and old ones shall be restricted to “Change” or “Display” mode only. Therefore, till the time when new document types are stabilised, please check the document type before submission of bid.

Old/Existing RFX/tenders shall require the IE browser, along with existing settings. Old documents can also run on Edge browser if run in “IE mode” and additional settings as per existing “Guidelines to bidder” are maintained in “Internet Options” tab of control panel. To find this, simply press “Windows + S” keys together and type “Internet Options”.

Technical settings changes (applicable for new document types only):

1. Microsoft Edge needs to be configured to run in “IE mode”. For IE mode click on ... (Settings & more) at right top corner in the edge browser. Look for Settings->Default Browser->Add <https://etender.ongc.co.in> at “Internet Explorer mode pages”. (Refer [Appendix – A](#) for detailed guide with screenshots)
2. For some vendors, “*sapsign.ocx*” file will be required to be installed / configured as a one-time activity. (Refer [Appendix – B](#) for detailed guide with screenshots)

General Information:

Following new document types shall be available:

New Document Types	Existing Document Types
Limited Tender – Single Bid New	Limited Tender – Single Bid
Open Tender – Single Bid New	Open Tender – Single Bid
Limited Tender – Two Bid New	Limited Tender – Two Bid
Open Tender – Two Bid New	Open Tender – Two Bid

Step-by-step guide for changes in file signing process with new document types

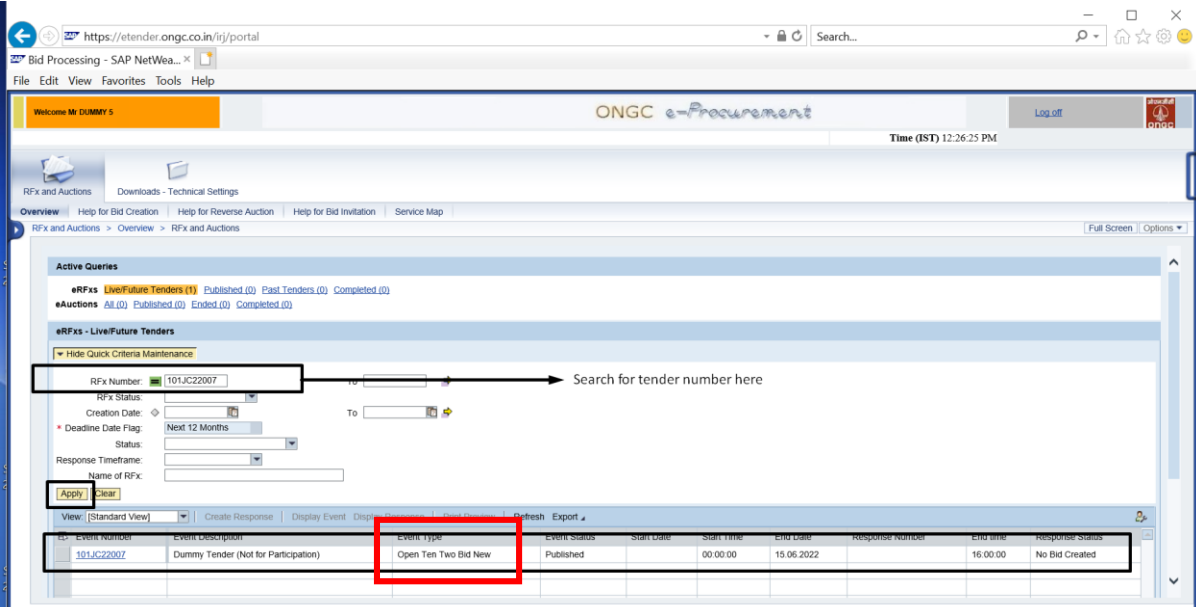
Note: In this process guide, we shall discuss the changes made in the file signing process for new document types only. All other functionalities/provisions/processes/requirements of regular e-tendering shall remain the same.

Step 1: Configure Microsoft Edge in IE Mode as per [Appendix A](#)

Step 2: Install SAP Sign Utility as per [Appendix B](#)

To search for a particular tender, click on “Show Quick Criteria Maintenance” -> Click on “Clear” button -> Enter RFX number in the field “Number” -> Select an appropriate value in the mandatory field “Deadline Date Flag” -> Click on “Apply” button

Note the document type as shown below:



The screenshot displays the ONGC e-Procurement portal interface. The search criteria section is highlighted with a black box, showing the RFX Number field containing '101JC22007' and the Deadline Date Flag dropdown set to 'Next 12 Months'. An arrow points from the RFX Number field to the search input field. Below the search criteria, the search results table is shown, with the 'Event Type' column highlighted in red. The table contains one row with the following data:

ID	Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	Response Number	End time	Response Status
	101JC22007	Dummy Tender (Not for Participation)	Open Ten Two Bid New	Published		00:00:00	15.06.2022		16:00:00	No Bid Created

As usual, for open tenders, click on “Register” button to express your interest in a particular tender.

RFX - SAP NetWeaver Portal - Internet Explorer

Display RFX : (Welcome: V[redacted])

Technical RFX Close Register Verify Signature → Click on "Register" (for open tenders only*)

RFX Number 101JC22007 RFX Name Dummy Tender (Not for Participation) RFX Status Published RFX Start Date Submission Deadline 16.00.00 INDIA Remaining Time 0 Days 03:32:40 RFX Owner M[redacted]

RFX Version Number 1 RFX Version Type Active Version

RFX Information Items

RFX Parameters Questions Notes and Attachments

Time Zone: INDIA

Start Date: 15.06.2022 00:00:00

* Submission Deadline: 15.06.2022 16.00.00

* Opening Date: 15.06.2022 17.00.00

Currency: INR

Last Date to receive Post Bid Queries:

Time for Receiving Post Bid Queries: 00:00:00

* Technical RFX Response Opening Date: 15.06.2022 16:30:00

* Contact Details: ICE MM

Contact Details: ICE_MM@ONGC.CO.IN / ONGCSRHELP@ONGC.CO.IN

Last Date to receive Queries:

Time for Receiving Queries: 00:00:00

Pre-Bid Conference Date:

Pre-Bid Conference Time: 00:00:00

* Tender Type: International Competitive Bidding-Open Tender

Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester		Mr Saurabh Gupta	

* For limited tenders, "Register" option shall not be available.
Vendors are pre-registered by the dealing officers.

To create bid response (quotation), click on 'Create Response'

RFX - SAP NetWeaver Portal - Internet Explorer

Display RFX : (Welcome: V[redacted])

Technical RFX Close Create Response Verify Signature → Click on "Create Response"

You are registered to the RFX and will be informed of changes

RFX Number 101JC22007 RFX Name Dummy Tender (Not for Participation) RFX Status Published RFX Start Date Submission Deadline 16.00.00 INDIA Remaining Time 0 Days 03:29:04 RFX Owner [redacted]

RFX Version Number 1 RFX Version Type Active Version

RFX Information Items

RFX Parameters Questions Notes and Attachments

Time Zone: INDIA

Start Date: 15.06.2022 00:00:00

* Submission Deadline: 15.06.2022 16.00.00

* Opening Date: 15.06.2022 17.00.00

Currency: INR

Last Date to receive Post Bid Queries:

Time for Receiving Post Bid Queries: 00:00:00

* Technical RFX Response Opening Date: 15.06.2022 16:30:00

* Contact Details: ICE MM

Contact Details: ICE_MM@ONGC.CO.IN / ONGCSRHELP@ONGC.CO.IN

Last Date to receive Queries:

Time for Receiving Queries: 00:00:00

Pre-Bid Conference Date:

Pre-Bid Conference Time: 00:00:00

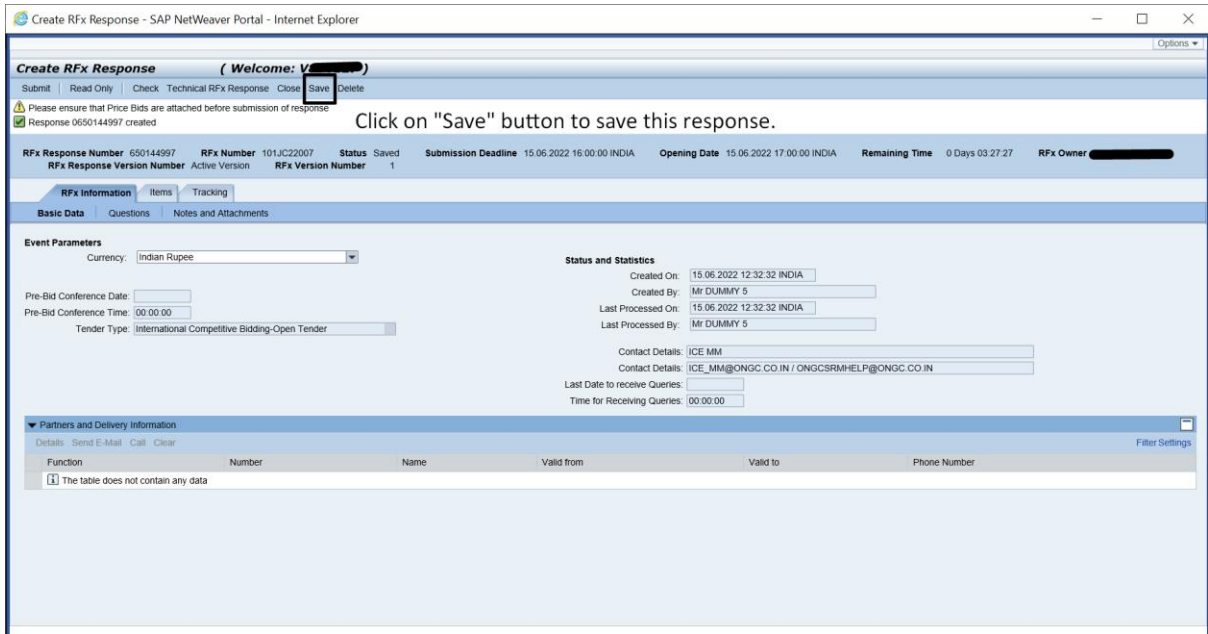
* Tender Type: International Competitive Bidding-Open Tender

Partners and Delivery Information

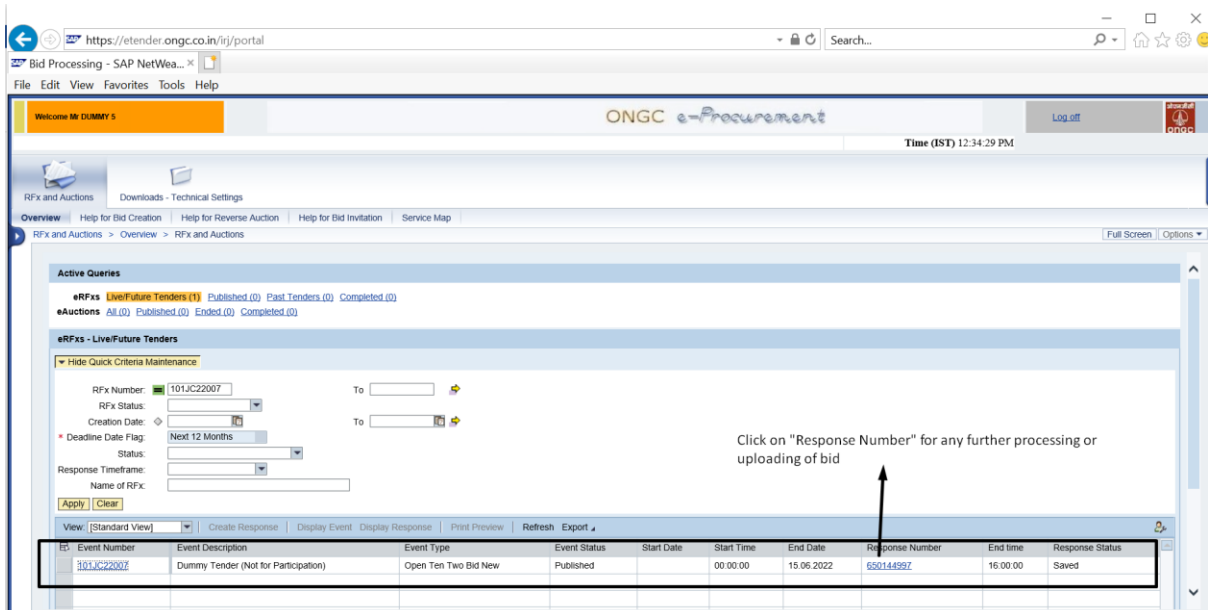
Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester		[redacted]	

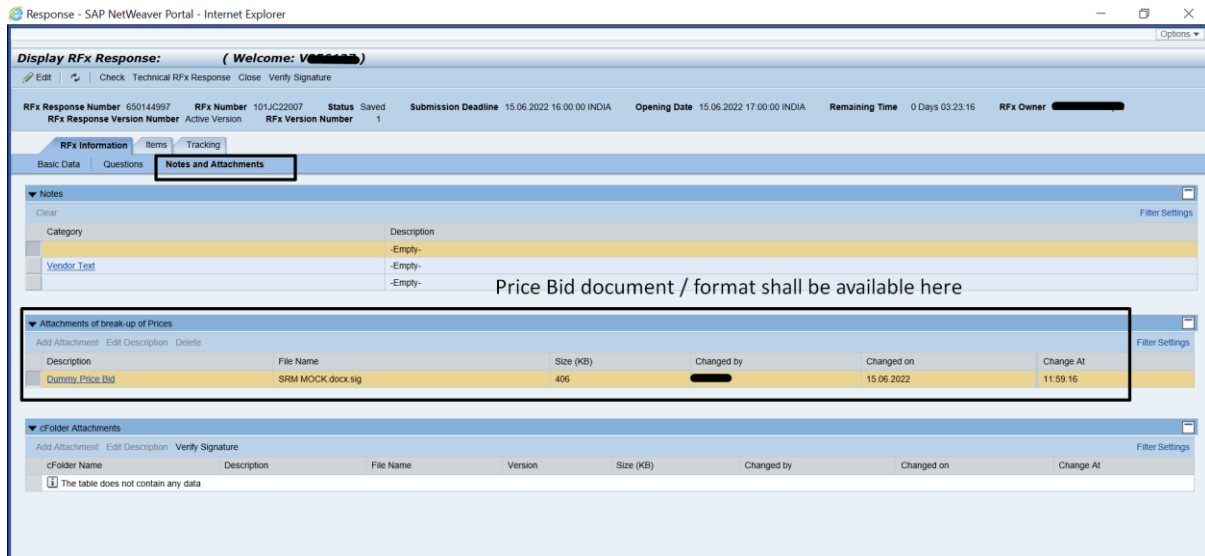
A blank bid shall be generated as usual. Click on "Save" button to save it.



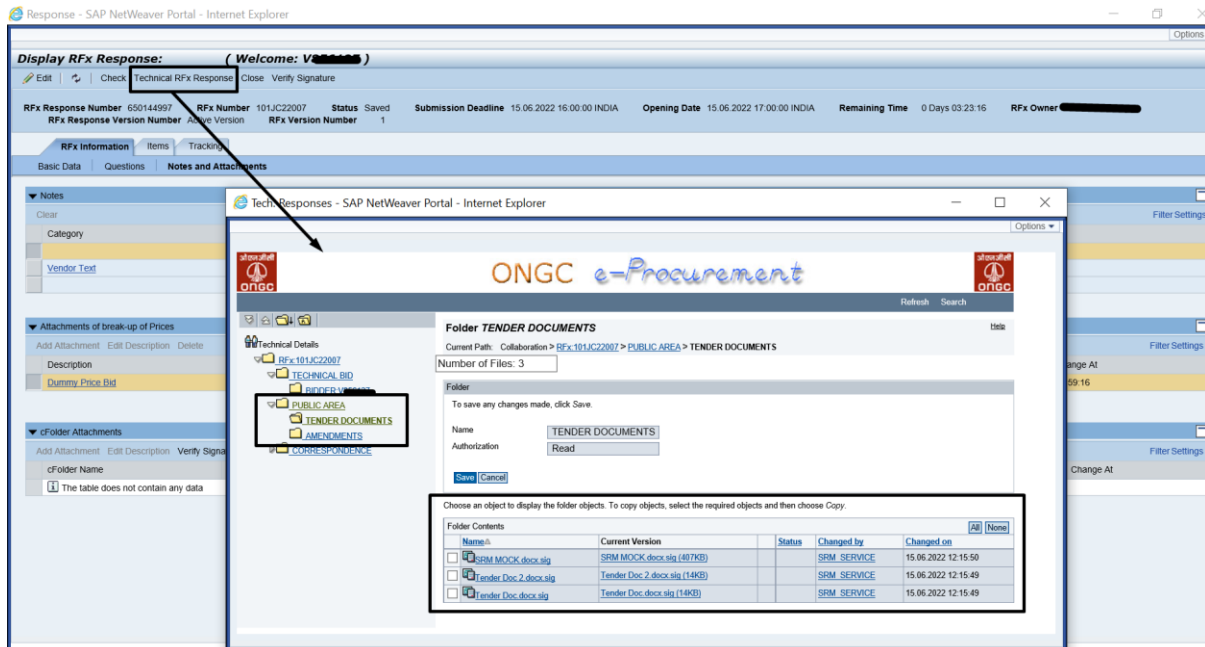
Once the response is created and saved, response no. is visible against the tender no. on etender home page:



To download price bid documents:



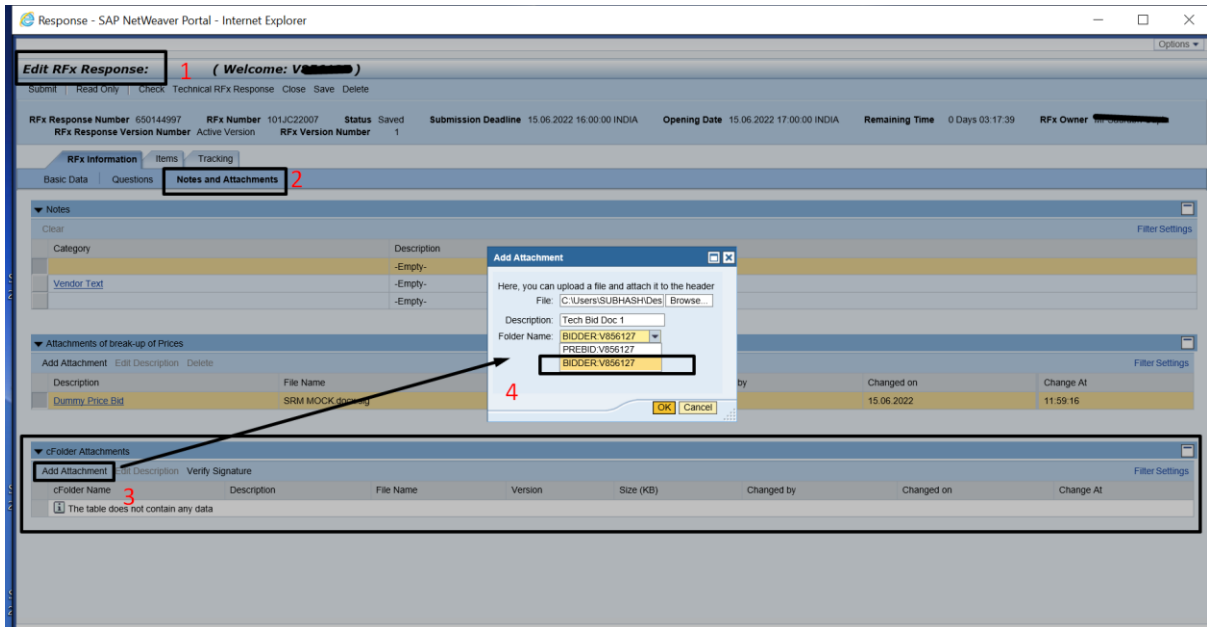
All technical documents shall be available in "Technical RFX Response" screen under respective folders.



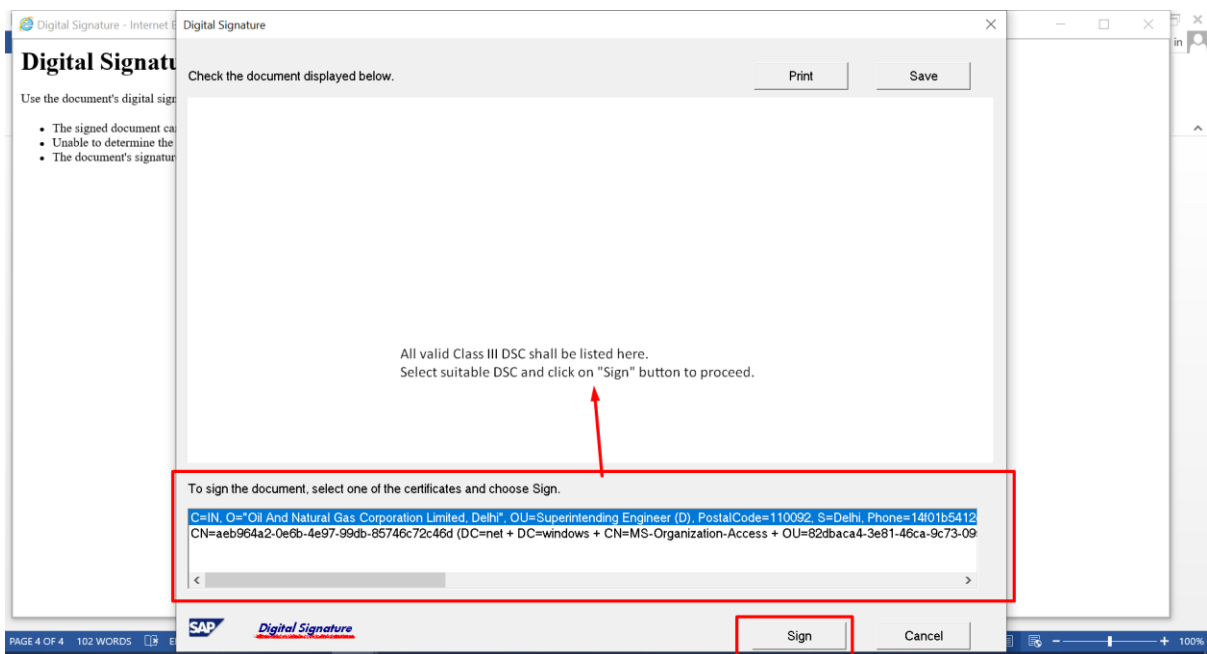
To upload **Technical bid**:

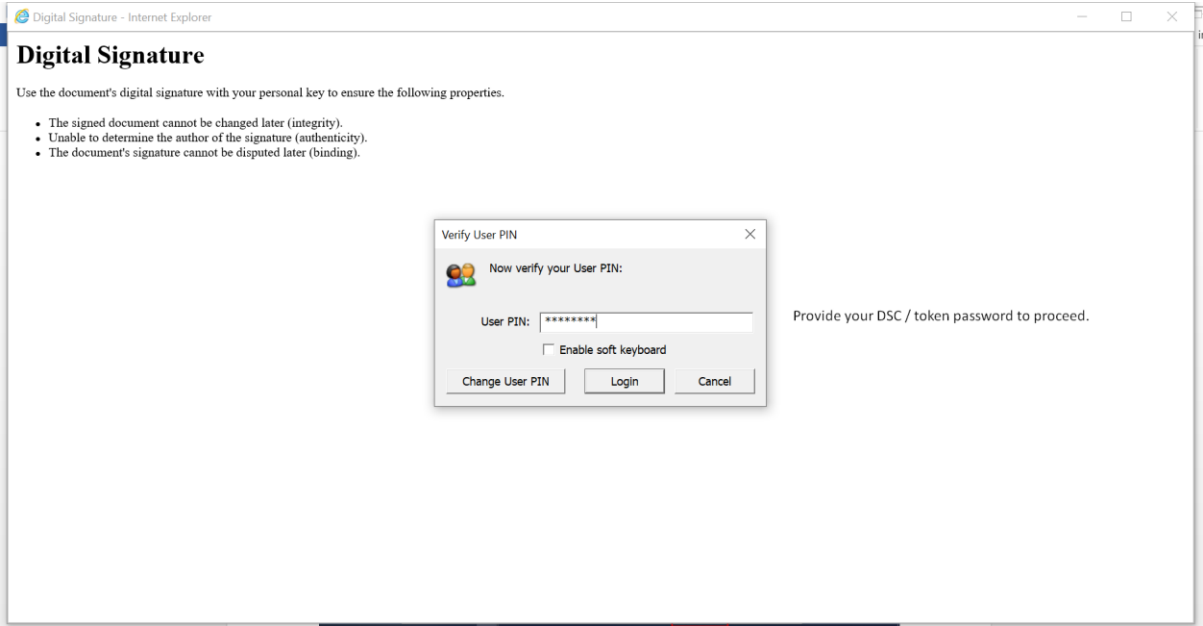
1. Go to Edit mode of your response.

2. Go to "Notes and Attachments" tab.
3. Under "cFolder Attachments" area, click on "Add Attachment"
4. Browse and select your file and provide a description, as usual.
5. Select folder: "BIDDER:Vxxxxxx" (xxxxxx is your 6-digit vendor code)
6. Click on "OK" button to continue to sign your document with a valid Class III DSC.

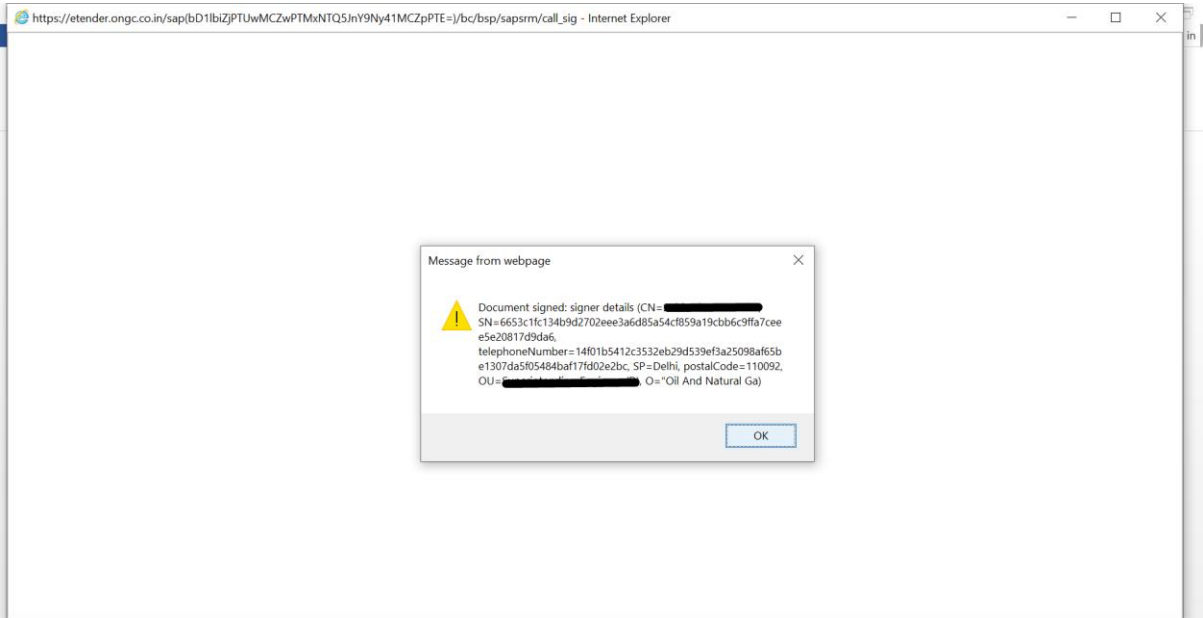


All valid Class III DSC attached to your system shall be listed here. Select the desired one and click on "Sign" button to proceed.





A pop-up will confirm if the document is signed successfully:

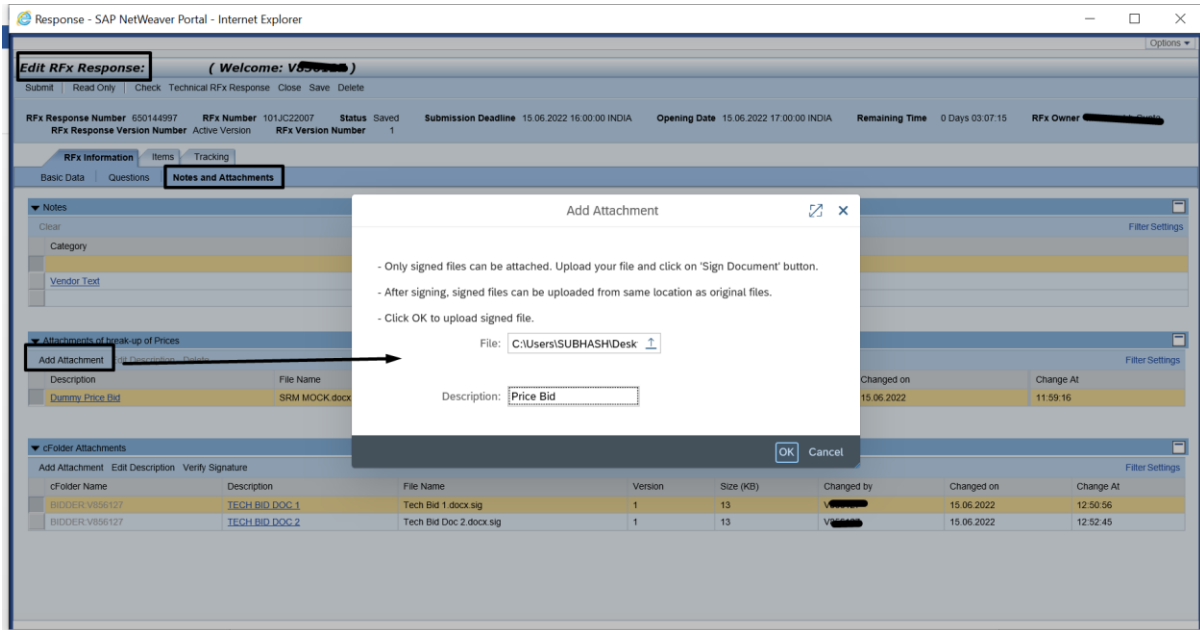


Technical bid documents to be uploaded in “cFolder Attachments” section only. All such documents shall be listed in this section, for example:

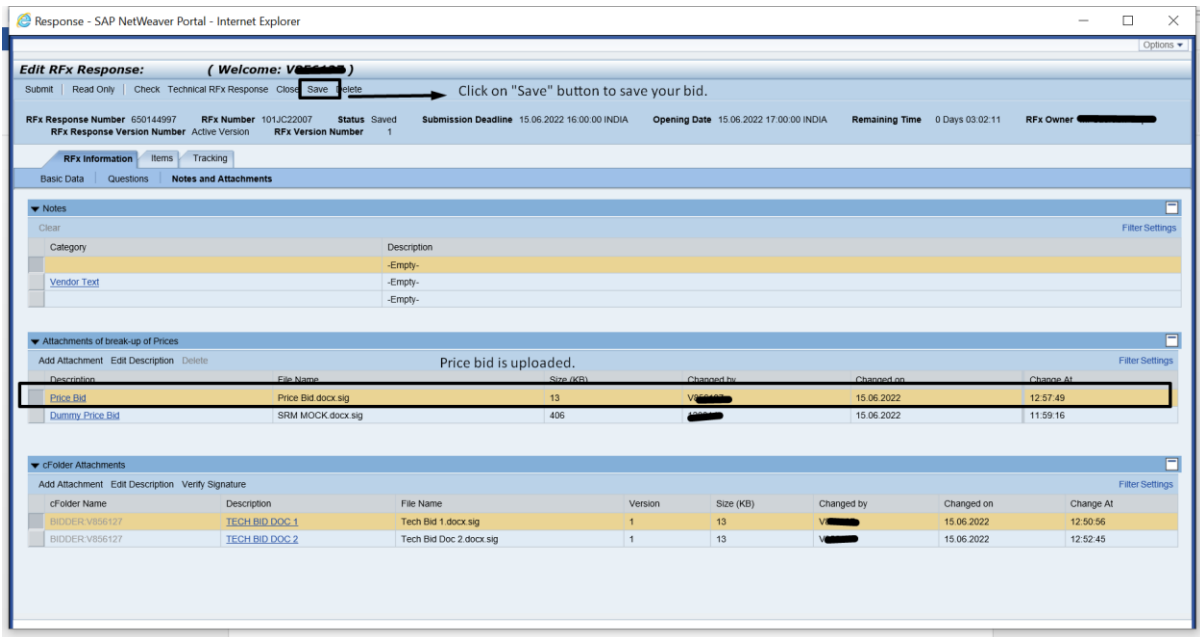
The screenshot displays the 'Edit RFX Response' page in the SAP NetWeaver Portal. The interface includes a header with navigation options (Submit, Read Only, Check, Technical RFX Response, Close, Save, Delete) and a status bar showing RFX details: RFX Response Number 650144997, RFX Number 101.IC22007, Status Saved, Submission Deadline 15.06.2022 16:00:00 INDIA, Opening Date 15.06.2022 17:00:00 INDIA, Remaining Time 0 Days 03:07:15, and RFX Owner. The main content area is divided into tabs: 'RFX Information', 'Items', and 'Tracking'. Under 'RFX Information', there are sub-tabs for 'Basic Data', 'Questions', and 'Notes and Attachments'. The 'Notes and Attachments' section is expanded, showing a 'Notes' table with columns for Category and Description, and an 'Attachments of break-up of Prices' table with columns for Description, File Name, Size (KB), Changed by, Changed on, and Change At. The 'cFolder Attachments' section is also expanded, showing a table with columns for cFolder Name, Description, File Name, Version, Size (KB), Changed by, Changed on, and Change At. The 'cFolder Attachments' table contains two entries: 'BIDDER.V856127' with description 'TECH BID.DOC.1' and file 'Tech Bid 1.docx.sig', and 'BIDDER.V856127' with description 'TECH BID.DOC.2' and file 'Tech Bid Doc 2.docx.sig'.

To upload **Price / commercial bid document**:

1. Go to edit mode of the response
2. Go to “Notes and Attachments” tab.
3. Under “Attachment of break-up of Prices” area, click on “Add Attachment”
4. Browse and select your file and provide a description, as usual.
5. *There is NO Folder selection in this screen*
6. Directly click on “OK” button to continue to sign your document with a valid Class III DSC.



“Save” your bid.



Once all technical and price bid attachments are uploaded, response/bid needs to be submitted for final submission/acceptance. For final submission, go to edit mode of the response and then, “Submit” button shall be available. Click on “Submit” button and again sign with valid class III DSC.

Response - SAP NetWeaver Portal - Internet Explorer

Edit RFX Response: (Welcome: V856127)

Submit | Read Only | Check | Technical RFX Response | Close | Save | Delete

Please ensure that Price Bids are attached before submission of response

RFX Response Number: 650144997 | RFX Number: 101JC22007 | Status: Saved | Submission Deadline: 15.06.2022 16:00:00 INDIA | Opening Date: 15.06.2022 17:00:00 INDIA | Remaining Time: 0 Days 03:00:04 | RFX Owner: [Redacted]

RFX Response Version Number: [Active Version] | RFX Version Number: 1

RFx Information | Items | Tracking

Basic Data | Questions | Notes and Attachments

Notes

Clear | Filter Settings

Category	Description
Vendor Text	-Empty-

Attachments of break-up of Prices

Add Attachment | Edit | Description | Delete | Filter Settings

Description	File Name	Size (KB)	Changed by	Changed on	Change At
Price Bid	Price Bid.docx.sig	13	V856127	15.06.2022	12:59:54
Dummy Price Bid	SRM MOCK.docx.sig	406	[Redacted]	15.06.2022	11:59:16

cFolder Attachments

Add Attachment | Edit | Description | Verify Signature | Filter Settings

cFolder Name	Description	File Name	Version	Size (KB)	Changed by	Changed on	Change At
BIDDER-V856127	TECH BID.DOC.1	Tech Bid 1.docx.sig	1	13	V856127	15.06.2022	12:59:54
BIDDER-V856127	TECH BID.DOC.2	Tech Bid Doc 2.docx.sig	1	13	V856127	15.06.2022	12:59:54

Verify the status of your bid response:

Response - Welcome to ONGC e-Procurement - Internet Explorer

Display RFX Response: (Welcome: V856127)

Edit | Technical RFX Response | Close | Verify Signature

Please ensure that Price Bids are attached before submission of response

RFX response 650144997 submitted

RFX Response Number: 650144997 | RFX Number: 101JC22007 | Status: Submitted | Submission Deadline: 15.06.2022 16:00:00 INDIA | Opening Date: 15.06.2022 17:00:00 INDIA | Remaining Time: 0 Days 02:56:51 | RFX Owner: [Redacted]

RFX Response Version Number: [Active Version] | RFX Version Number: 1

RFx Information | Items | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency: Indian Rupee

Pre-Bid Conference Date: [Empty]

Pre-Bid Conference Time: 00:00:00

Tender Type: International Competitive Bidding-Open Tender

Status and Statistics

Created On: 15.06.2022 12:32:32 INDIA

Created By: MR DUMMY S

Last Processed On: 15.06.2022 13:03:08 INDIA

Last Processed By: MR DUMMY S

Contact Details: ICE MM

Contact Details: ICE_MM@ONGC.CO.IN / ONGCSRHELP@ONGC.CO.IN

Last Date to receive Queries: [Empty]

Time for Receiving Queries: 00:00:00

Partners and Delivery Information

Details | Send E-Mail | Call | Clear | Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

The screenshot shows the ONGC e-Procurement portal interface. At the top, there is a navigation bar with 'Welcome Mr. DUMMY S', the 'ONGC e-Procurement' logo, and a 'Log off' button. Below this is a menu bar with options like 'Overview', 'Help for Bid Creation', etc. The main content area is titled 'Active Queries' and contains a search filter section for 'eRFxs - Live/Future Tenders'. Below the filter is a table with the following data:

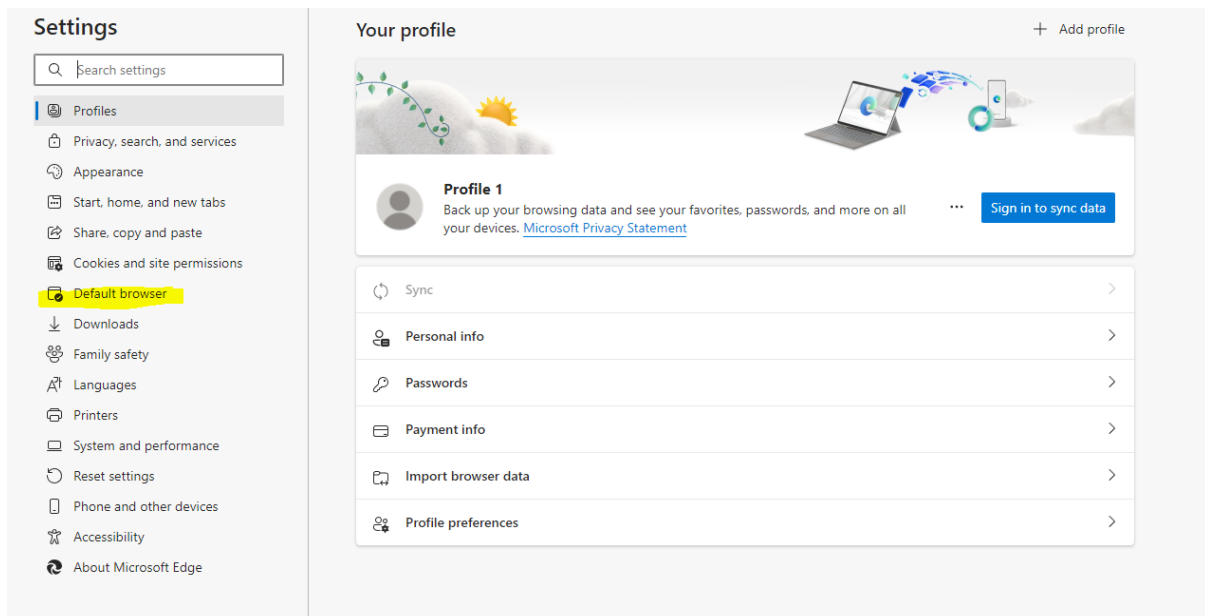
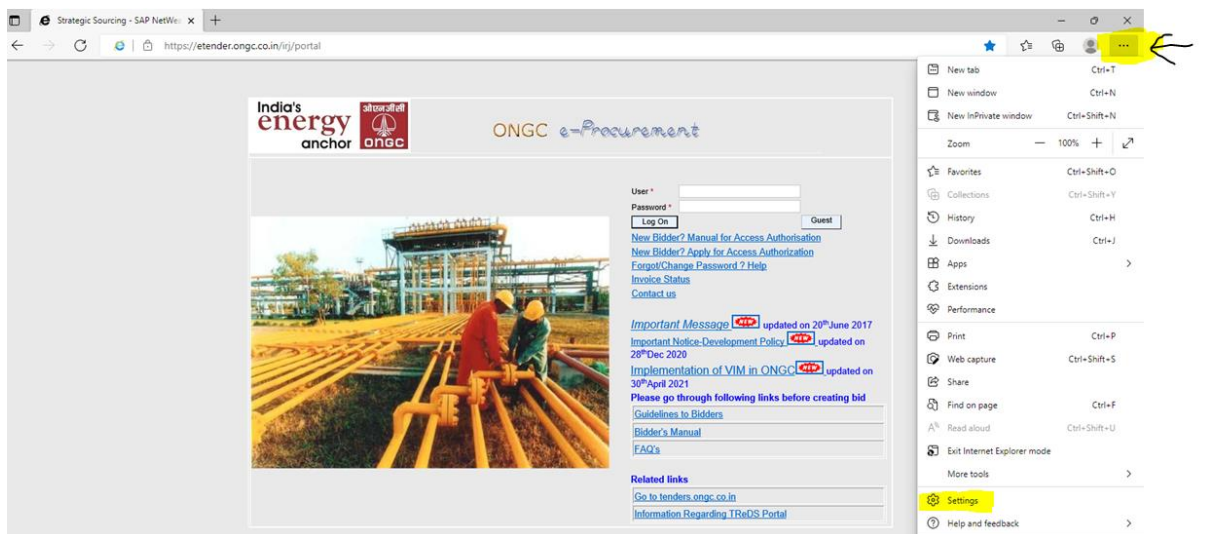
Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	Response Number	End time	Response Status
101JC22007	Dummy Tender (Not for Participation)	Open Ten Two Bid New	Published		00:00:00	15.06.2022	65014997	16:00:00	Submitted

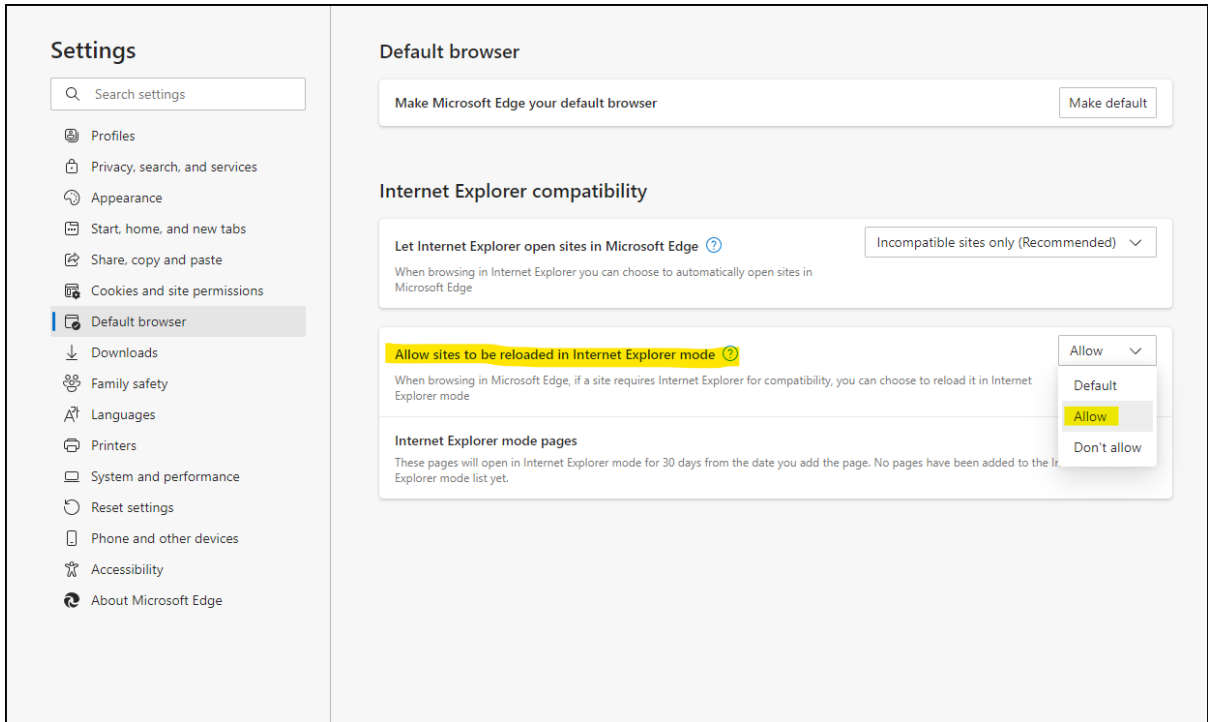
In case of any further issues/queries/clarifications, please send us an email to

ongcsrcmhelp@ongc.co.in

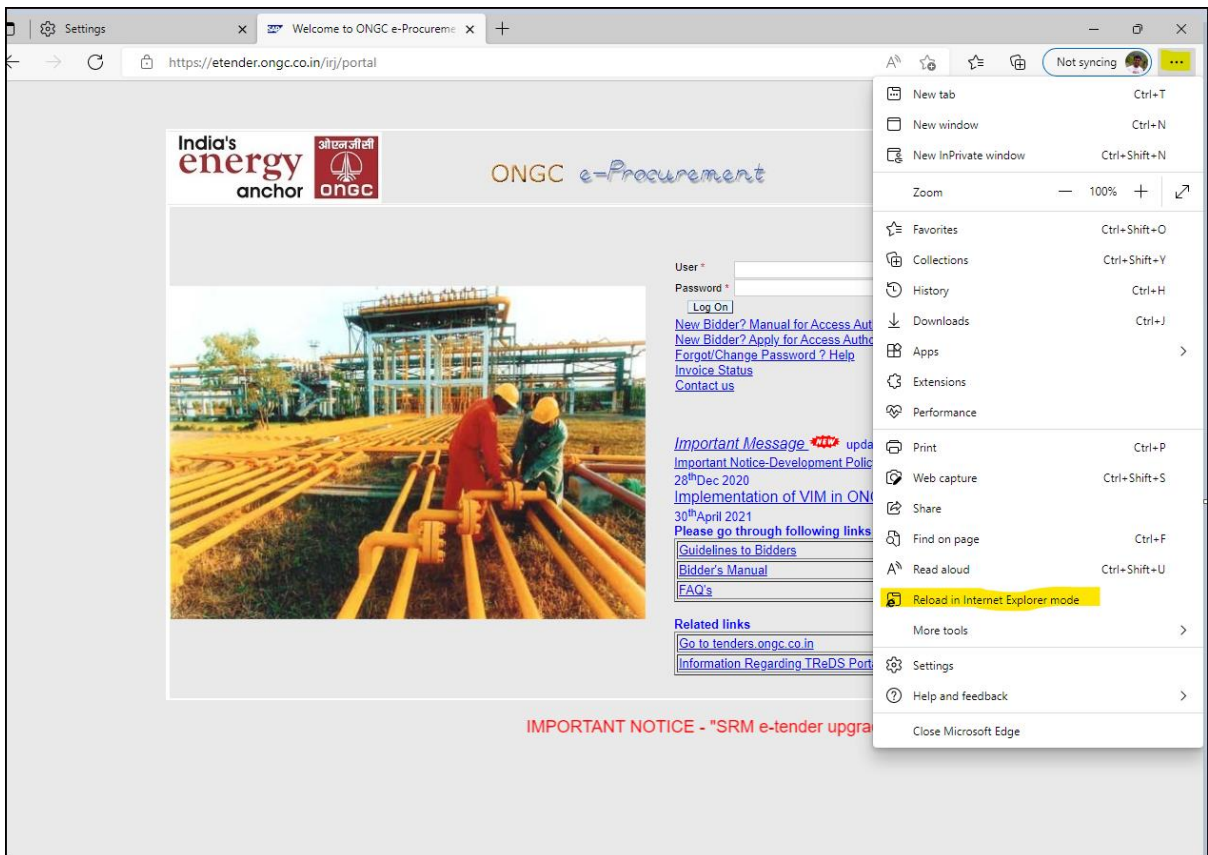
Appendix – A - Internet Explorer Mode in Microsoft Edge Browser


1. Click on the **Options ...** button in the top-right corner of the Edge browser and select **Settings**.
2. Click on **Default browser** on the left.
3. Click the dropdown menu for **Allow sites to be reloaded in Internet Explorer mode**. Select **Allow**.
4. If you're prompted to restart the browser, click **Restart**.



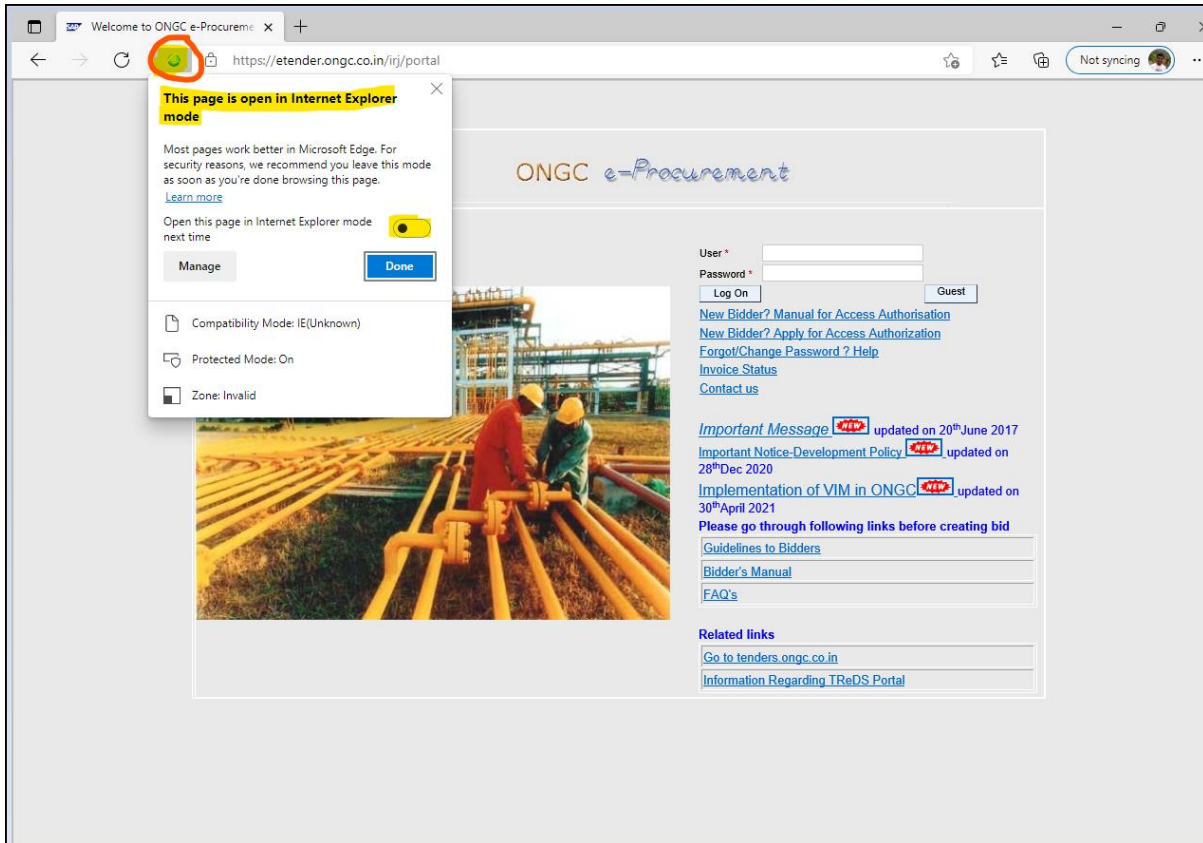


Once settings are done, go to etender portal. To switch to Internet Explorer mode, click the **Options ...** button and select **Reload in Internet Explorer mode**



Once the page is reloaded, IE icon  shall be visible in the address bar. Also, a pop-up message shall confirm the same.

To save this setting for future sessions, click on the button against **Open the page in Internet Explorer mode next time** as shown below.[1](#)



Kindly ignore this pop-up message, once the settings are done.



1

Alternatively, to automatically load etender portal in IE mode from subsequent sessions, follow the next steps:

1. Click on **Add** button on the same screen
2. Add "<https://etender.ongc.co.in/irj/portal>"
3. And also **Allow sites to be reloaded in Internet Explorer mode**.

This setting is available for 30 days only and needs to be done again, if required.

The screenshot shows the 'Internet Explorer compatibility' settings in Windows. It includes three main sections: 'Let Internet Explorer open sites in Microsoft Edge' (set to 'Incompatible sites only (Recommended)'), 'Allow sites to be reloaded in Internet Explorer mode' (set to 'Allow'), and 'Internet Explorer mode pages'. The 'Internet Explorer mode pages' section contains a table with one entry: 'https://etender.ongc.co.in/irj/portal', added on 5/11/2022 and expiring on 6/10/2022. An 'Add' button is highlighted in yellow next to the table.

Page	Date added	Expires	
https://etender.ongc.co.in/irj/portal	5/11/2022	6/10/2022	

This screenshot shows the 'Default browser' and 'Internet Explorer compatibility' settings. The 'Default browser' section shows 'Microsoft Edge is your default browser'. The 'Internet Explorer compatibility' section is partially visible, showing the same settings as the previous screenshot. An 'Add a page' dialog box is overlaid on top, with the URL 'https://etender.ongc.co.in/irj/portal' entered in the 'Enter a URL:' field. The 'Add' button in the dialog is highlighted in green.

Internet Explorer compatibility

Let Internet Explorer open sites in Microsoft Edge ?

Incompatible sites only (Recommended) ▼

When browsing in Internet Explorer you can choose to automatically open sites in Microsoft Edge

Allow sites to be reloaded in Internet Explorer mode ?

Allow ▼

When browsing in Microsoft Edge, if a site requires Internet Explorer for compatibility, you can choose to reload it in Internet Explorer mode

Internet Explorer mode pages Add

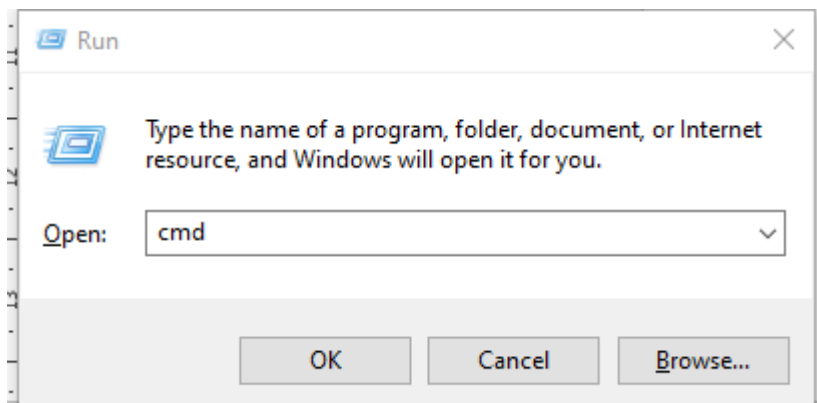
These pages will open in Internet Explorer mode for 30 days from the date you add the page. You have 1 page that'll automatically open in Internet Explorer mode.

Page	Date added	Expires	
 https://etender.ongc.co.in/irj/portal	5/11/2022	6/10/2022	

Appendix - B - Installing Standard SAP Sign Utility

General Notes:

- This is a pre-requisite setting for installing standard SAP Sign utility.
 - This is a one-time activity which needs to be done just once in any system being used for the first time.
 - This setting stays in the system/computer/machine and is not portal based. Therefore, if the portal is being used on a new/different system, it may require installing this utility.
 - This setting should already be available in systems installed with SAP GUI software or systems being used for accessing etender portals designed for other companies. However, you may install this utility again to avoid any issues.
1. Download the file **sapsign.ocx** from **Downloads** section
 2. Make a new folder "**sap**" inside **any drive** of your system and copy the file into the folder
 3. Open command prompt (Windows button + R , type cmd and press enter)



4. type drive name in which **sapsign.ocx** file was copied, for example- **E:** and press enter
5. type **cd sap** and press enter
6. type **regsvr32 sapsign.ocx** and press enter

```
Command Prompt
Microsoft Windows [Version 10.0.18362.592]
(c) 2019 Microsoft Corporation. All rights reserved.
C:\Users\...>E:
E:\>cd sap
E:\sap>regsvr32 sapsign.ocx
```

7. exit the cmd window